Your First 30 Days: Practice Log and Day 30 Prep

Clinical Efficiency Program | Community Health Center Inc.

Day 30 one-on-one: _____ Day 60 one-on-one: _____

How to use this. Practice, do not perfect. Use the Quick Reference and eCW Visual Tips you received after training as your guide. You do not need to try everything. This is not a test or a performance review. It helps us spend our 30 minutes on your real clinical day.

1. One habit per week (from your Quick Reference)

Week	Habit	Tried it?	What happened (one line)
Week 1	Set up: toolbars, trim right panel, star templates, 2 to 3 daily Favorites	Yes / Some / Not yet	
Week 2	Prep: Dragon for the pre-visit HPI on a few patients a day	Yes / Some / Not yet	
Week 3	Build once: one template, SmartPhrase (MACRO), or result message you reuse	Yes / Some / Not yet	
Week 4	Check in: how many charts stay open, and why	Yes / Some / Not yet	

2. Where each tool fits in my day

Mark where you are. In the last column, jot where it fits in your visit or what got in the way. *Skip anything that does not apply to your role.*

Tool or habit	Not yet	Tried	Use it	Where it fits, or what got in the way
Floating toolbar set per window (Visual Tips 1)	☐	☐	☐	
My Favorites tab (Visual Tips 1)	☐	☐	☐	
Trimmed right chart panel (Visual Tips 2)	☐	☐	☐	
Starred templates and orders; (Visual Tips 3)	☐	☐	☐	
Refill to Telephone Encounter (Visual Tips 4)	☐	☐	☐	
Saved result or message template (Visual Tips 5)	☐	☐	☐	
SmartPhrase (MACRO) in Treatment (Visual Tips 6)	☐	☐	☐	
Dragon for the pre-visit HPI	☐	☐	☐	
Sunoh (with consent) and my review before signing	☐	☐	☐	
Clearing my cache	☐	☐	☐	

3. Weekly tracker (a rough estimate is fine)

Week	Charts still open at day's end (average)	Minutes of after-hours charting per day	The one thing that slowed me down
Week 1			
Week 2			
Week 3			
Week 4			

4. Bring to our Day 30 meeting

We will start with your clinical day, not a feature list. Please jot answers to these (bullets are fine).

- ☐ **Two real examples.** One visit or note that went well and one that ran late or stayed open.
- ☐ **My biggest obstacle.** What part of my clinical day takes longer than it should?
- ☐ **What I have tried** to fix it, and what happened.
- ☐ **What I keep retyping** or recreating (a plan, a message, an order set).
- ☐ **What piles up after visits** (results, refills, messages, notes) and what keeps me from finishing during the day.
- ☐ **If I use Sunoh:** how much editing does the draft need, and where does it help or slow me?

If something is broken:

If a tool, login, or screen is not working, let IT know immediately – eCWsupport@chc1.com.
We can review the concern at Day 30 and follow up. We will not spend our meeting troubleshooting it.

What comes next:

At Day 30 we will pick one or two changes to make your day easier.

At Day 60 we will look at the AI tools CHC has approved, starting with how to use them safely, and apply them to a real clinical question and a real administrative task from your own work.

Until then, please use only CHC-approved tools, and do not enter patient information into any outside AI tool.